

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
December 8, 2020

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, December 8, 2020 at Brunswick Hills Township Town Hall.

Board of Trustees, Chair John Witthuhn, Vice-Chair Christina Kusnerak, Trustee Michael Esber, Fiscal Officer Katherine Esber, Fire Chief Strazzo, Police Chief Sopkovich and Zoning Inspector Czyz present.

Witthuhn called the meeting to order at 7:00 PM and noted the meeting was properly advertised.

PRESENTATION:

None

MINUTES:

November 24, 2020 regular meeting, Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn - Yes. Motion carried.

November 30, 2020 special meeting, Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Witthuhn –yes. Kusnerak – yes. Motion carried

December 7, 2020 special meeting, Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried

Witthuhn provided off camera summary.

(For detailed information on special or off camera items review the posted minutes on the website: www.brunswickhillstwp.org)

DEPARTMENT REPORTS:

Zoning Department:

Czyz read the zoning report for December, 2020, total monies collected was \$1,449.12.

Kusnerak advised per discussions with legal counsel, need to request a transcript from the BZA Hearing on November 4, 2020. Kusnerak contacted the company/person. Kusnerak moved to issue a purchase order, not to exceed the amount of \$2000 to, Kurt Spencer, independent professional. Witthuhn seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes.

Virtual Meetings moving forward. Kusnerak requested to be trained for the Virtual Meetings. Until further notice, BZA and Zoning Meetings are cancelled. Kusnerak will work with the IT Department and Zoom to set up the Virtual Meetings.

Police Department:

Sopkovich gave an update on the flooring at the Police Department. The flooring is complete, thank you to all the officers who helped moved furniture for the flooring replacement and painted the walls. Sopkovich noted the Administrative Assistant's desk needed to be replaced.

Sopkovich requested a PO to Strongsville Heating and AC in the amount of \$3,328.00, for 4 Air Scrubbers to be purchased from the Cares Act Funding. There was a brief discussion that there may not be enough money left out of the Covid line item due to previous approvals. Witthuhn moved to approve, using the available funds from the BC for Covid Funding, with the understanding the remaining amount will come out of a Police line item, if needed. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried

Sopkovich requested Board approval to accept donations to start up the BHPD K9 program. Ofc. Makrinos gave a brief presentation regarding the K9 program he would like to start up and mentioned several financial supporters in attendance. Esber moved to approve and noted he would like to personally donate \$500.00. Witthuhn Seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried

Fire Department:

Strazzo read the run report for November, 2020.

Strazzo presented the following requests:

Verbal approval received for the purchase of monitor and mount for the Covid trailer isomg the Huntington Bank PO # 208 and BC # 108

Request to purchase 3 desk chairs for Fire Station #1 using Covid Funds from BC #108

Verbal approval received on 12/3/2020 for emergency garage door opener replacement at Fire Station One in the Amount of \$1,755.00. Work to be done by Advanced Door, Amount to be paid from BC #77 Repairs and Maintenance Facilities.

Esber moved to approve all three requests. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried

Strazzo received a letter of resignation from Fire Fighter David Hafner, who took his oath of office with the city of Brooklyn Fire Department on Monday, December 7th. He will no longer be allowed to have any part-time Fire Department employment. Esber moved to accept his resignation effective immediately and thank him for his service on behalf of the Township. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried

Announcements:

Drive Through "Meet Santa" event at Fire Station Two on December 19th from 12:00-3:00 PM.

During the Mask Medina Event, 61 cars passed through Fire Station 2, handed out just over 3000 masks

Medina County had over 900 cases of Covid last week. Encourages everyone to wear your mask, social distance, wash your hands and disinfect. Hospitals are at max, squads transporting patients are experiencing 30 to 45 minute wait in the Emergency Room to transfer the patients to a bed.

SERVICE DEPARTMENT:

Kusnerak read the report for November 2020.

Kusnerak requested on behalf of the Service Department, a phone approval request for emergency purchase for truck number 6, for new hydraulic pump in the amount of \$768.55. A plow spring assembly, in the amount of \$1,192.25, for a total of \$1,960.80 paid from BC #105. Kusnerak moved to approve. Witthuhn seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried

Kusnerak requested on the behalf of the Service Department, the purchase of sheets of plexi-glass for the dividers for Town Hall, out of the Cares Act funding, not to exceed \$500.00. General Fund will be used if Cares Act funding not available. Esber asked about the use of a local company to custom make the dividers and Witthuhn stated we are waiting on an estimate from Medina Glass. Kusnerak moved to approve. Esber seconded. Witthuhn –yes. Esber – yes. Kusnerak –yes. Motion carried.

TRUSTEES’ REPORT:

John Witthuhn:

Pleased to announce the approval of the 2020 EPA Grant, for a replacement service truck, in the amount of \$50,000. We hope to complete the purchase in 2022

Witthuhn moved to approve **Resolution 52-2020-1**. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Resolution adopted

Christina Kusnerak:

End of the year inventories are, needed for annual insurance review.

Michael Esber:

none

FISCAL OFFICER:

FO Esber asked that payroll be approved as listed in the amount of \$63,403.58 for December 15, 2020.

Warrants for December 8, 2020 to be approved in the amount of \$52,092.31.

Reconciliation for November 2020, has been completed.

PO’s for Road Department, Compass Minerals under the General Fund, amount of \$20,000 for salt. Wex Bank Fuel, new credit cards in the amount of \$25,000.

PO's for Police Department, Home Depot Repairs and Maintenance, amount of \$750. Walmart small tools, amount of \$750. BC's for, repairs and maintenance facility, amount of \$750. Repairs and Maintenance amount of \$500.

Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Resolutions, Cares Act Funding for Dedicated Police, Fire and EMS Payrolls. Fiscal Officer Salary, short \$200 and needed to reallocate money from Fiscal Office Staff to Fiscal Officer Salary.

Esber offered the Cares Act **Resolution #53-2020**. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Resolution adopted.

Esber offered the reallocation, **Resolution #54-2020**. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Resolution adopted.

Amendment to the 2021 Appropriations Budget, increasing several line items. Fiscal Officer Salary increase of \$1000, \$34,000. Salary other, General Fund for Road Department, increase to \$10,000. Medical Hospitalization for Township, from \$65,000 to \$70,000, because of the rate increase. Auditing Services, increasing from \$5,000 to \$6,000. Salaries for Trustee's Staff, increased Zoning to \$55,000. Fire Fund, increasing the Salaries line item to \$750,000. Social Security, increase to \$38,000. Medicare, increase to \$12,000. Medical/Hospitalization, increase to \$79,000. Police Fund Salaries line item, increase to \$1.2 Million. Rubbish decreasing to \$300. Repairs to Vehicles increase to \$30,000. Property Insurance Premium increase to \$11,000. Esber offered **Resolution #55-2020**. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Resolution adopted.

November 30, 2020. Purchase Order for Police Department to Sig Sauer in the amount of \$696.48. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Esber moved to approve payment listing for November 30, 2000, amount of \$37,168.87. Kusnerak seconded. Witthuhn stated he will abstain on the City of Brunswick payment, amount of \$14,622.64. Witthuhn – yes on others. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn moved to approve Payroll, postdate December 15, 2020, amount of \$63,403.58. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payment listing, postdate December 7, 2020, amount of \$52,092.31. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried

OLD BUSINESS:

Esber invited Ms. Wetterman up to podium to speak about Waste Contract. Patricia Wetterman, 1085 Substation Road, did some research on Republic Waste Contract, regarding the opt outs for Republic Waste services and discussed requirements.

After a brief discussion, the decision was made opt-outs forms for Republic Waste will be received starting January 11, 2021 at 8AM through January 22, 2021 at 2:30PM. Email, Fax or in person only. Office hours are Monday, Tuesday, Thursday and Friday 8AM-2:30PM. Email: Administrative Assistant Amanda Cameron: acameron@brunswickhillstwp.org, Fax: 330-273-7343, Address: 1918 Pearl Road, Brunswick.

NEW BUSINESS:

Esber moved to approve the request for vacation payout for Sopkovich and Young, 40 hours each. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried

Witthuhn offered **Resolution #56-2020**, Disposal of Township Property for items not sold on GovDeals and an outdated television. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Resolution adopted.

MISCELLANEOUS & CORRESPONDENCE:

None

UPCOMING MEETINGS:

BZA: TBA

Zoning Commission: TBA

Trustees: December 22, 2020

Special Meeting: Organizational Meeting January 4, 2021 4:30PM

PUBLIC INPUT:

Thomas Doud, 4741 Kingsbury Road asked a question to Esber, will he have to resubmit the opt-out form he already turned in. Esber said yes.

Ted MaKrinis, father of Ofc. Makrinis, 441 Hazel Drive thanked the Board for the approval of the new K9.

OFF CAMERA:

Witthuhn moved to go off camera for the purpose of signing warrants, purchase orders, and any other business, including an Executive Session for employment interviews at 08:32PM. Kusnerak seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes. Motion carried

Kusnerak moved to go into Executive Session at 8:44PM to consider employment with the applicants. Esber seconded. Esber - yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Esber moved to come out of Executive Session at 9:31PM. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried

Esber moved to appoint Todd Spiker to the Board of Zoning Appeals as an alternate for 2021 pending successful completion of pre-employment requirements. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

ADJOURN:

Witthuhn moved to adjourn at 09:46PM. Esber seconded. All voted yes. Motion carried.

John Witthuhn, Chair Trustee

Katherine Esber, Fiscal Officer

Christina Kusnerak, Vice-Chair

Trustee Michael Esber, Trustee